



Space, Missile, Command, and Control

## AIRFIELD MANAGEMENT AND BASE OPERATIONS

This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG) (when published in the Air National Guard Index 2 (ANGIND 2), and Air Force Reserve (AFRES) organizations that operate or administer functions and facilities for military Base Operations.

### SUMMARY OF REVISIONS

This revision has been completely reformatted; individual changes are too numerous to list. Major changes include: Clarified duties of the Chief, Airfield Management and the Chief, Base Operations. Additions: Operations of Aircraft at Air Force Airfields; Flightline Driver Training and Certification form letter; New chapters: Combat Readiness, Training, Converting Airfield Management and Base Operations Services. Deletions: VFR Traffic Patterns.

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## Chapter 1

### GENERAL INFORMATION

#### 1.1. Airfield Facilities and Services:

1.1.1. Airfield facilities must permit safe, efficient, and effective aircraft operations.

1.1.2. Units that operate airfield facilities, including joint-use or overseas facilities, must comply with this instruction.

1.1.3. Airfield Management/Base Operations at shared-use installations must comply to the maximum extent possible and develop local procedures with the civil airport manager and air traffic control agencies when necessary.

1.1.4. Airfield Management/Base Operations facilities and services may be provided by contract or letter of agreement, if they satisfy the requirements of this instruction (Reference Chapter 10).

**1.2. Waivers.** Headquarters Air Force Flight Standards Agency, Airfield Management Division (HQ AFFSA/XVA), 1535 Command Drive, Suite D-309, Andrews AFB, MD 20762-7002 is the approval authority for all waivers to this instruction, except those delegated to MAJCOMs.

#### 1.3. Responsibilities:

##### 1.3.1. HQ AFFSA/XVA.

- Standardizes Air Force Airfield Management procedures.
- Manages Airfield Management career field.
- Coordinates with Air Education and Training Command in developing and maintaining the 3-, 5-, & 7-skill level technical training schools and Career Development Courses (CDCs).
- Administers the Air Force Airfield Management Awards Program IAW AFI 36-2807, Annual Awards Program, DCS Plans and Operations.
- Manages the DoD Service B/Dial Leased A and B Systems (LABS) Program.
- Publishes Air Force Instructions 13-213; 13-207; AFJMAN 11-213; 1C0X1 Career Field Education and Training Plan (CFETP).
- In conjunction with MAJCOMs, develops strategic plans for improving Airfield Management and Base Operations.
- Participate in development of the Air Force Air Traffic System Analysis and Standardization Evaluation Programs.

##### 1.3.2. Major Command (MAJCOM).

- Appoints a MAJCOM Functional Manager (1C091 or 1C000) to address command Airfield Management/Base Operations issues.
- Ensures Airfield Management and Base Operations are manned according to Air Force Manpower Standard (AFMS 13E1).

- Approves the published hours of operations for Base Operations.
- Forwards supplements to this instruction to HQ AFFSA/XVA.
- Disapproves base level waiver to this instruction. Waivers recommended for approval by MAJCOM will be forwarded to HQ AFFSA/XVA for approval. Waiver requests must include complete justification statement of operational impact if the waiver is not approved. Additionally, complete wing level coordination to include Host Wing Commander endorsement and, if necessary, alternative procedures ensuring an equivalent level of safety is maintained.
- Approves placing Base Operations services at any location outside the immediate vicinity of the airfield.

##### 1.3.3. Host Wing Commander.

- Establishes and operates a Base Operations facility.
- Coordinates flight activities to support the base mission.
- Ensures Base Operations is supported by agencies such as transportation, civil engineering, safety, services, and security police.
- Tasks local base agencies to develop and support familiarization and safety awareness programs for flightline drivers. (Transportation, safety personnel, unit commanders, and Chief, Airfield Management).
- Ensures the Chief, Airfield Management is involved in planning all activities (construction, exercises, deployments, etc.) affecting the use of the airfield environment and facilities (runways, taxiways, parking aprons, control tower, approach control, NAVAIDs, etc.) Certain situations, such as exercises, sensitive weapons/aircraft movements, etc., may dictate the Chief, Airfield Management be designated as a trusted agent.
- Ensures the Base Weather Station should be co-located with Base Operations.
- Controls height of vegetation on the airfield, to include overruns, approach surfaces, areas around airfield lighting, and in the clear "areas." Develops a strategic plan to manage tree growth in the approach clear zones.
- Establishes procedures for bird and animal habitat control.

##### 1.3.4. Chief, Airfield Management (CAM).

1.3.4.1. See Chapter 2, *Duties and Responsibilities of the Chief, Airfield Management*.

##### 1.3.5. Chief, Base Operations.

1.3.5.1. See Chapter 3, *Base Operations' Services and Facilities*.

**1.4. Base Operations.** Consists of the Flight Service Section, the Flight Planning Room, and the Aircrew Lounge.

1.4.1. **Location.** Base Operations must be located near the main aircraft parking areas and runways.

1.4.1.1. All Base Operations services will be located in the same building. See Chapter 3, *Base Operations'*

*Services and Facilities*.

1.4.2. **Hours of Operation.** Publish airfield operating hours in appropriate Flight Information Publications (FLIP) when less than 24 hours a day, 7 days a week. Publish Base Operations operating hours when they differ from the airfield operating hours.

## Chapter 2

### DUTIES AND RESPONSIBILITIES OF THE CHIEF, AIRFIELD MANAGEMENT

#### 2.1. Chief, Airfield Management (CAM).

2.1.1. **Qualifications:** Must hold AFSC 1C071, 1C091, 1C000, 13B3X, or appropriate civilian qualification, and have 3 years experience in the Airfield Management career field.

#### 2.2. General Responsibilities:

2.2.1. Direct and coordinate Base Operations activities and airfield facilities to ensure effective support for the base flying mission and transient aircrews.

2.2.2. Develop procedures to notify base agencies when unauthorized aircraft and aircraft requiring customs inspection land or attempt to depart.

2.2.3. Establish procedures to determine and report Runway Surface Condition (RSC) and Runway Condition Reading (RCR).

2.2.3.1. If there is discernible moisture on the runway (pavement changes color), the runway surface condition will be reported as *Wet*.

2.2.4. Initiate, issue, and transmit *Notices to Airmen (NOTAM)* when required (see AFI 11-208).

2.2.5. Serve as a member of the base Airfield Operations Board. Agenda items will include, but are not limited to: a review of airfield activities, problems, and programs such as number and status (permanent/temporary) of airfield waivers, status of flightline driving program (personnel trained/units visited/number of runway intrusions and runway intrusion trends), and status of deteriorating airfield/runway conditions (inspection trends, Foreign Object Damage (FOD)/tire damage comparisons). Detailed planning and discussions of these items may be addressed at other regularly scheduled meetings, committees, or boards.

2.2.6. Do not authorize aircraft movement on closed or non-operational runways.

2.2.7. Ensure positive control of engineering or contractor personnel working on the airfield. Personnel operating within the movement area will have two-way radio contact with the control tower, or will have an escort with this capability for the entire time they are on the airfield.

2.2.8. Initiate NOTAM action or non-procedural FLIP changes, as necessary, to inform flying activities and ATC agencies of changes/adjustments to the flying environment. **NOTE:** The TERPS section is responsible for making procedural changes to FLIP.

2.2.9. Develop procedures to notify proper agencies when an aircraft carrying hazardous cargo is arriving or departing the base.

2.2.10. Develop a flight line driving/training program and establish procedures to control and identify privately owned vehicles (POVs) that are authorized to access the

flightline. POVs on the airfield should be held to a minimum.

2.2.11. Ensure training is provided for all Airfield Management personnel. (see Chapter 9, Training, for specific training responsibilities.)

2.2.12. The Chief, Airfield Management will not be assigned additional duties that could interfere with responsibilities during airfield emergencies.

2.2.13. Provide support to tenant units according to host-tenant agreements.

2.2.14. Establish procedures for soliciting and encouraging customer feedback. Locally developed questionnaires or critiques will be used to evaluate unit effectiveness, customer satisfaction, and track Quality Performance Measures.

#### 2.3. Airfield Inspections and Checks:

2.3.1. **Airfield Inspection.** Minimum requirement:

One per day. Chief, Airfield Management ensures personnel authorized to perform airfield inspections are knowledgeable and understanding of required distance for obstacles (fixed/mobile) in relation to the runway, taxiways, and aprons (AFI 32-1026, future AFJMAN 32-1013). Airfield inspections are conducted by Chief, Airfield Management or trained representative to:

- Identify violations of established clearance criteria.
- Identify lighting, marking, and sign discrepancies.
- Inspect construction areas to ensure they do not present a hazard to aircraft operations.
- Inspect pavement conditions to include rubber deposits.
- Evaluate perimeter and access roads in proximity to the airfield to ensure they do not violate clearance criteria.
- Report discrepancies/hazards to the appropriate agencies for correction, documents actions taken, and monitors status until corrected.

2.3.2. **Airfield Check.** Conducted by Airfield Management or Base Operations to examine the primary takeoff, landing, and taxi surfaces (as required):

- In response to in-flight emergencies.
- Determination of RSC and RCR.
- FOD checks.
- BASH/habitat control.
- Periodic inspection of construction areas to ensure they do not present a hazard to aircraft operations.

2.3.2.1. Airfield checks do not substitute for the required daily airfield inspection.

2.3.2.2. Conduct a FOD check prior to the start of flying activities.

2.3.2.3. Conduct at least a night-time/evening lighting check when lighting systems are activated for use.

2.3.3. Report hazards to appropriate agencies for correction, document actions taken, and monitor status until corrected.

2.3.4. Procedures for inspecting airfield facilities will include:

2.3.4.1. Runways, overruns, taxiways, and parking aprons, markings, signs, and windcones.

2.3.4.2. Airfield lighting. Along with CE Airfield Lighting, use criteria at Table 2.1. to determine if any identified outages within a particular lighting system renders that system unusable.

2.3.4.3. Aircraft arresting system. Perform a daily visual check of each system for obvious conditions that could compromise the system's operation (i.e., noticeably loose cable, doughnut spacing, broken rope ties, barrier pad deterioration, etc. If a possible unsafe condition exists, notify Base Civil Engineers or Fire Department. (see AFI 32-1043.)

2.3.4.4. Landing area. After an aircraft emergency, adverse weather, or natural disaster (tornado, typhoon, earthquake), look for conditions that could affect safe runway operation, such as foreign object damage (FOD) from blown tires, an aircraft mechanical failure, storm debris, and so on.

2.3.4.5. Airfield pavements and clear zone areas (construction activity, sandbag security police bunkers, tree growth, dirt/snow piles, ponding, etc.)

#### **2.4. Coordination:**

2.4.1. Coordinate with the base civil engineer and local agencies on projects that impact airfield operations. Ensure Airfield Management participates in projects from the planning phase through project completion.

2.4.1.1. No action, particularly construction and installation work, exercises, deployments, etc., affecting the use of airfield facilities or the airfield environment will be made without prior coordination with the Chief, Airfield Management.

2.4.2. Coordinate procedures to ensure crash personnel notify Base Operations when base rescue or fire fighting capability is reduced to such a level that the members can't support flying operations. Notifies appropriate commander and flying units.

2.4.3. Coordinate with local flying units and ATC agencies on changes or adjustments affecting the local airfield and flying environment.

2.4.4. Coordinate on all waivers that affect the airfield or flying operations. Notify local ATC agencies and assigned flying activities of any waivers that affect aircraft operations.

2.4.5. Coordinate with Civil Engineers to:

- Establish an airfield maintenance team to monitor pavement deterioration and perform required maintenance and repair activities.
- Maintain and sweep areas on or next to runways, taxiways, ramps, engine run-up pads, runway overruns, helipads, and helicopter landing lands.

- Control ice and remove snow from the airfield.
- Establish a runway rubber removal and painting schedule.
- Maintain airfield lighting systems, markings, and signs.
- Control height of vegetation on airfield to include overruns, approach surfaces, and areas around airfield lighting.
- Remove, top, or otherwise control trees penetrating instrument approach surfaces and clear zones or those posing a hazard to safe airfield operations.
- Obtain accurate runway weight bearing restrictions and publish these restrictions in FLIP documents based on current pavement evaluation reports (NOTE: Chief, Airfield Management must either maintain or have access to these reports.)
- Request airfield weight bearing capacity waivers from airfield pavements engineer to accommodate special mission requirements.
- Perform inspection, maintenance, and certification of aircraft arresting systems (IAW AFI 32-1043). Report status to Airfield Management.
- Perform daily inspections of airfield lighting systems. Report status to Airfield Management.
- Ensure all airfield signs and markings meet location and design requirements of AFIs 32-1026 (future AFJMAN 32-1013), 32-1042, 32-1044, AFR 86-5, and applicable Engineering Technical Letters (ETLs). When runway end elevations differ by 25 feet from the published field elevations, place markers specifying the correct elevations near the takeoff end of the affected runway (AFI 11-217, Vol 1). **NOTE:** Coordinate with TERPS to verify runway and field elevations.
- Ensure proper designation and marking of aircraft parking, maintenance, vehicle parking, and vehicle movement areas (see AFI 32-1042).

2.4.6. Coordinate on Wing Safety programs:

- Bird/animal habitat control. (Bird/Aircraft Strike Hazard (BASH) AFI 91-202, formerly AFR 127-15).
- Procedures for and areas designated for parking, loading, and servicing aircraft with hazardous cargo or live armament handling (guns, missiles, and bombs) (AFI 11-204).

2.4.7. Coordinate in developing and applying base-wide operational plans for responding to aircraft incidents, in-flight emergencies, accidents, evacuations, or similar disasters on or off base.

2.4.8. Coordinate with base flying units, security police, and local ATC agencies to secure aircraft and prevent unauthorized flights (see AFI 13-207).

2.4.9. Establish or coordinate local procedures to receive computer flight plans sent to the base communications center for transient aircrews.

#### **2.5. Emergency Response Vehicle Requirements:**

2.5.1. Airfield Management/Base Operations must be equipped with an appropriate emergency response vehicle(s) (4X4, if required) to allow for year-round (snow/rain) inspection and response to infield and perimeter areas (in-flight or ground emergencies, aircraft accidents, airfield inspections, airfield construction, bird control, etc.).

2.5.2. Ensure Airfield Management/Base Operations emergency response vehicle(s) are marked according to Technical Order 36-1-3.

## **2.6. Secondary Crash Net:**

2.6.1. Ensure the secondary crash net is installed and operational.

Note: Normally Base Operations is the activation authority for the secondary crash net.

2.6.2. Establish procedures for operation of the secondary crash net.

2.6.3. As a minimum the secondary crash net includes these stations:

- Base Operations (if not activation authority).
- Fire department.
- Weather station.
- Disaster preparedness.
- Medical facility.
- Command post.
- Civil engineering and security police (ANG only).

2.6.4. The Chief, Airfield Management is the secondary crash net manager.

2.6.4.1. The Operations Support Squadron Commander (OSS/CC) approves/disapproves all additions and deletions to the net.

2.6.4.2. Secondary crash net agencies are limited to agencies requiring immediate response to incidents/accidents occurring on the airfield.

2.6.4.3. The total number allowed on the net must not exceed the capacity of the system or minimize signal strength and quality.

2.6.4.4. All stations will be equipped with noise reduction feature (push-to-talk handsets or a feature that filters out background noise).

2.6.4.5. All stations on the secondary crash net will be on dedicated circuits.

2.6.5. Tests the net daily. Document crash alarm system activations and tests on the **AF Form 1924, Events Log**.

2.6.6. Only use the secondary crash net to relay information critical to aircraft and airfield operations. Use other forms of communication to relay non-critical base information.

## **2.7. Airfield Use and Safety:**

2.7.1. Advise local flying units, ATC agencies, and other airfield agencies when conditions affecting airfield exist. For example, runway or taxiway closures, repairs or construction, temporary obstructions, wing exercise conditions, etc.

2.7.2. Chief, Airfield Management will ensure local weather support directive specifies Base Operations is notified of hazardous weather.

2.7.3. Together with the base civil engineer, wing or group safety, and ATC representatives, conducts an annual review of all waivers to airfield and airspace standards (AFI 32-1026, future AFJMAN 32-1013). Report results to the Airfield Operations Board (AOB).

2.7.3.1. Accomplish and document a joint inspection, with emphasis on "waiver impact," of affected area(s) after completion of any major runway/apron construction, change or addition to the flying mission, or changes affecting existing aircraft parking/taxi procedures.

2.7.3.2. Chief, Airfield Management will maintain a copy of MAJCOM approved airfield waiver packages.

2.7.4. Participate with safety, transient maintenance, flying units, CE, and other appropriate base agencies in the development of the airfield parking plan. Include areas designated for loading, unloading, arming, and dearming of aircraft with hazardous cargo or live armament in the plan. Criteria for designating these areas include security, safety of operations, location of aircraft grounding points, and access for fire fighting and rescue personnel and equipment.

## **2.8. Flight Information Publications (FLIP) and Other Documents:**

2.8.1. Order FLIP and aeronautical charts for base units according to established distribution procedures (see AFI 11-201, AFI 14-205, and *Defense Mapping Agency Catalog of Maps, Charts, and Related Products*).

2.8.2. Review local base data in each new FLIP edition for accuracy and consistency with like data published in other FLIP products (approach plates, en route supplement, area planning) and base publications (flying directive, wing plans).

2.8.3. Prepare and coordinate FLIP changes with appropriate agencies prior to submitting information to HQ AFFSA/XOI for inclusion in the "Remarks" section of the FLIP enroute supplement. Chief, Airfield Management signs non-procedural FLIP change requests.

2.8.4. Report any topographical features in the vicinity of the airport identified by TERPS that might affect aircraft operations to HQ AFFSA/XOI for inclusion in the "Remarks" section of the FLIP supplement.

2.8.5. When appropriate, include in the "Remarks" section of the FLIP IFR supplement the type and extent of pavement in the touchdown zone (surface one) of the runway and in the roll-out or middle zone of the runway (surface two). For example: "First 1,000 feet of runway 25 and first 2,150 feet of runway 07 are concrete. Middle 5,450 feet of runway 07/25 is a porous friction surface."

2.8.6. Send information on conditions that may adversely affect normal aircraft takeoff or landing performance to HQ AFFSA/XOI for inclusion in the "Remarks" section of the FLIP enroute supplement. If the Air Force Civil Engineering Support Agency

(AFCESA) Pavement Surface Effects Team has performed an evaluation, send a copy to the MAJCOM Airfield Management Functional Manager.

2.8.7. Establish procedures for receipt/storage/return of transient aircrew classified materials in sealed envelopes/containers with the highest classification of SECRET. Requests for TOP SECRET storage will be directed to the wing command post.

2.8.8. Ensure nonstandard approach lighting systems are published in FLIP.

## **2.9. Aircraft Incidents or Accidents:**

2.9.1. Establish procedures (coordinated through the Host Wing Commander) so Base Operations personnel do not release the names of personnel allegedly involved in an aircraft incident or accident to agencies outside US Air Force channels. **NOTE:** It is US Air Force policy not to release names to outside agencies, including FAA, without the approval of HQ USAF/XOO.



Table 2.1. Airfield Lighting Systems (See Note 8).				
LINE	A	B	C	D
	Lighting Systems	Component	Allowable Outages	Notes
1	Approach Light System	<b>Precision Runway</b> Steady Lights (includes threshold lights)	20% lights out (random) or 2 unserviceable light bars (an unserviceable light bar has 3 or more lamps out)	3a, 3i, 4
2		<b>Non-precision Runway</b> Steady Lights (does not include threshold lights)	20% lights out (random) or 2 unserviceable light bars	3a, 3i, 4
		Threshold Lights	5 lights out	3g, 4, 6
3		Runway End Identifier Lights (REIL)	None	3a, 3f, 4
4		Lead-In Lights (LDIN)	1 light out in any sequence of 3 lights	4
5		Sequenced Flashing Lights (SFL)	2 non-consecutive lights out	3e, 7
6		Omnidirectional Light Systems (ODALS)	20% (random) lights out	3b, 3i, 4
7	Runway Lighting System	Edge Lights - Cat I	15% (random) lights out	3d, 3i, 4
8		Edge Lights - Cat II/III	5% (random) lights out	3d, 3i, 4
9		Centerline Lights (CL)	5% lights out	3c, 3i, 4
10		Touchdown Zone Lights (TDZL)	10% lights out	3h, 3i, 4
11	Visual Glide Slope Indicators (VGSI)	Visual Approach Slope Indicator (VASI)	1 lamp out per box	3j, 4
12		Precision Approach Path Indicator (PAPI)	None	3j, 4
13		Pulsed Light Approach Slope Indicator (PLASI)	None	3j, 4
14	Taxiway Lights (Non-NOTAM)	Edge Lights	15% lights out	5
15		Centerline Lights (Cat II)	10% lights out	5

**NOTES:**

- Information extracted from FAAO 6850.5 and FAA AC 150/5340-26, Appendix 1.
- Light bars and edge lights may have two adjacent unserviceable lights. Lights are considered to be adjacent if located on the same light bar or in the same row of edge lights.
- Send NOTAMs according to AFI 11-208, *The US Military Notice to Airmen (NOTAM)* (formerly AFR 55-16) when the allowable outages are exceeded for:
  - Approach light systems.
  - Omnidirectional approach light system.
  - Runway centerline lights.
  - Runway edge lights and high intensity runway lights.
  - Sequenced flashing lights.
  - Runway end identifier lights.
  - Threshold lights.
  - Touchdown zone lights.

- i. Appropriate approach minima requiring revision according to AFJMAN 11-226, *US Standards for Terminal Instrument Procedures (TERPS)*, (formerly AFM 55-9) and AFMAN 13-209, *Instrument Procedures*. Coordinate with AOF/CC and TERPS specialist.
  - j. Visual glide slope indicators.
4. If any of the above percentages are exceeded, the associated airfield lighting will be turned off.
  5. If the allowable outages for taxiway lights are exceeded, close the taxiway to aircraft during period of darkness or low visibility. If all taxiway lighting is controlled by one switch, then the affected taxiway will be blocked.
  6. When threshold lights are inoperable, the runway will be open only to daytime VFR operations.
  7. When allowable outage is exceeded for SFL, turn off only SFL, but not the remainder of the approach lighting system.
  8. MAJCOM is the approval authority for all criteria listed in Table 2.1

## Chapter 3

### BASE OPERATIONS' SERVICES AND FACILITIES

#### 3.1. Chief, Base Operations:

3.1.1. Qualifications. Must hold AFSC 1C071, or equivalent civilian qualification.

3.1.2. Supervises day-to-day operation of the Flight Service Section and Flight Planning Room.

3.1.2.1. Establishes job performance standards and procedures for assigned personnel.

#### 3.2. Flight Service Section: Equipment and Facilities.

This section is responsible for processing flight plans and other air traffic related data through the national and international air traffic systems. The flight service section must possess the following equipment:

3.2.1. Telecommunications equipment necessary to process flight data and other air traffic information. In the United States, the FAA provides this equipment (Service B/Dial LABS).

3.2.1.1. All aircraft departing Air Force installations must submit flight plans to Base Operations prior to takeoff.

3.2.1.2. A **DD Form 175, Military Flight Plan**, **DD Form 1801, DoD International Flight Plan**, or other authorized form (AFI 11-206), must be filed with Base Operations for all cross-country flights (flights intending on landing at another location); radio/telephonic flight plans will not be accepted.

3.2.1.3. A letter of agreement (LOA) or letter of procedure (LOP), between the Chief, Airfield Management and the user, will be on file when original flight plans are not filed in person at Base Operations and the user will maintain the original flight plan (IAW AFR 4-20, Table 60-2, Rule 3 and 4).

3.2.2. Optimum Console Configuration: A console with suitable direct voice line communications to the control tower, radar approach control, FAA agencies, local rescue units, base flying units, Command Post, Security Police, Transient Maintenance, and additional administrative circuits as required. The console includes:

- 3.2.2.1. An extension of the primary crash net.
- 3.2.2.2. Secondary crash net activation capability.
- 3.2.2.3. A single channel ultra high frequency (UHF) radio transceiver for pilot-to-dispatcher communications.
- 3.2.2.4. A single channel very high frequency (VHF) radio, if required, to meet local requirements.
- 3.2.2.5. Radios to communicate with personnel and vehicles operating on the airfield:
  - Disaster response agencies.
  - Civil engineers.
  - Control tower.
  - Transient Maintenance.
  - Operations Group Commander.
  - Other activities as necessary.

3.2.2.6. Emergency lighting equipment that does not rely on commercial power.

3.2.2.7. An auto-start generator to provide backup power for all flight service section equipment, to include Service B (or DLABS); crash alarm system; radios; and telephones.

3.2.2.8. Facilities to temporary store transient aircrew classified materials up to and including SECRET.

NOTE: Base Operations should maintain only a minimum amount of classified to support the occasional transient aircrew in the event of a compromise, changeover, lengthy maintenance delay, etc.

3.2.2.9. Facilities for advising aircrews on local area flight and taxi procedures. Publish these procedures in the Airfield Operations instruction. Advisories/diagrams will be developed and located in the flight planning room to ensure transient aircrews are advised of restrictions, hazards, or obstructions as appropriate.

3.2.2.10. Documentation. Base Operations personnel must maintain operating instructions, quick reaction checklists, logs, or similar papers to document the activities and responsibilities listed below as applicable to local flying activities. (NOTE: Items may be combined. However, quick reaction checklists must allow for expeditious accomplishment.)

- Inbound and outbound aircraft.
- Distinguished Visitors (DV) arrivals or departures.
- Aircraft requiring special handling (air evacuation or hazardous cargo).
- Airfield restrictions (Prior Permission Requires (PPR), Official Business Only (OBO), quiet hours, closures, etc.).
- Airfield inspections.
- Flightline drivers familiarization program.
- Privately Owned Vehicle (POV) flightline authorization.
- Flight Information Publications (FLIP).
- Weather warnings and advisories.
- In-flight Emergencies.
- Bird/Aircraft Strike Hazard (BASH) responses.
- Broken Arrow.
- On/off base accident/incident.
- Anti-hijacking.
- Unauthorized landing.
- Overdue aircraft.
- Hydrazine incident.
- Bomb threat.
- Uncontrolled bailout.
- Disposal of external/internal stores or cargo jettison for aircraft in-flight.

- Hung ordinance and hot armament.
- Unauthorized runway entry/incursion.
- Pyramid alert/recall procedures.
- Issue/revise/cancel NOTAMs.
- Corrective action/coordination for airfield discrepancies.

3.2.2.11. Current forms and publications (see Chapter 4, Base Operations' Publications, Charts, and Forms).

### 3.3. Flight Service Section: Staffing and Procedures:

3.3.1. Shift manning requirement:

3.3.1.1. Minimum:

- Two qualified 1C051, Base Operations Controllers.

3.3.1.2. Optimum:

- One qualified 1C071, shift supervisor.
- One qualified 1C051, Base Operations Controller.

**NOTE:** See Chapter 9 for exception to minimum shift requirement using Apprentice 3 levels.

3.3.2. MAJCOMs may waive the minimum shift requirement during periods of personnel shortages. Waiver authority may not be delegated lower than the Operations Group Commander. **NOTE:** Airfield activities such as snow removal operations, Runway Condition Reading (RCR), Runway Surface Condition (RSC), airfield checks, aircraft emergencies, BASH responses, etc., may require one of the two 1C0X1s to be out on the flightline.

3.3.3. Base Operations personnel are shift workers. Core manpower authorizations in Air Force Manpower Standard (AFMS) 13E1 do not allow for personnel to support outside taskings such as base details, contingencies, augmentees for base exercises, etc.

3.3.4. Assign two-letter operating initials to each individual for use in daily operations.

3.3.5. Shift changes will involve a thorough shift change briefing from the off-going shift using a locally designed checklist. Document shift change in the events log.

3.3.6. Use the **AF Form 1924, Events Log** (or an automated equivalent) to record significant incidents/events during each tour of duty. As a minimum, document the following items. Detailed information may be recorded on other forms or checklists.

- Shift changes, opening and closing Base Operations.
- Personnel working on the airfield (grass cutters, etc.) and coordination.
- Issue, revision, and cancellation of NOTAMs.
- Airfield inspections, airfield checks, BASH, and FOD responses.
- In-flight and ground emergencies to include aircraft arresting system engagements.
- Runway intrusions.
- Crash systems tests and activations.
- Active runway changes.
- Weather warnings and advisories.
- Closure of aerodrome, runways, taxiways, or aprons.
- NAVAID and lighting outages.

- Daily inspection of aircraft arresting and lighting systems by Civil Engineers.
- Equipment malfunctions (e.g., AWDS, Service B/Dial LABS, back-up generator).

3.3.6.1. Chief, Airfield Management or Chief, Base Operations may specify additional items requiring documentation. The Chief, Base Operations will review each events log and document this review.

**3.4. Flight Planning Room.** The flight planning room will be located near the flight service section, but separated from other work areas. The location should be suitable for aircrew mission planning. The flight planning section must have at least:

3.4.1. Well lighted tables with suitable plotting and computing equipment.

3.4.2. A current large scale airfield diagram depicting at least:

- The last revision date.
- Runways and gradients.
- Taxiways.
- Aircraft parking and ramp areas.
- Arming and dearming, hot brake, and hydrazine areas.
- Aircraft arresting systems (types/location).
- Hazardous cargo loading/unloading areas.
- Other information needed for the safe and expeditious handling of aircraft. (Inertial Navigation System (INS) checkpoint coordinates for aircraft parking spots, engine run-up areas, and taxiway apron holding positions.)

3.4.2.1. At those airfields where intersection departures are permitted, include useable runway distances from appropriate taxiways to runway ends.

3.4.3. Traffic pattern diagrams. Orient the top of the diagram to true north and show traffic flow for each landing direction.

3.4.4. Aeronautical charts depicting hazards or other items affecting air navigation in the local area. Use a chart of sufficient scale to show:

- Local flying areas.
- Military operating areas.
- Airways through the local area.
- Traffic routes to and from other airports that may conflict with local or transient traffic.
- Airspace restrictions.
- Highlighted significant terrain obstructions.
- Class B, C, and D airspace.
- Bird/Aircraft Strike Hazard (BASH) areas.
- Arrival/departure routes.

3.4.5. A display of local departure routes superimposed on a map with clearly marked high terrain and obstructions, that penetrate the 40:1 and 50:1 obstacle identification surfaces. **NOTE:** This information will be provided to the Chief, Airfield Management by the local Terminal Procedures (TERPS) Specialist as listed on the

**AF Form 3636, Application of Diverse Departure Criteria.**

3.4.6. NOTAM display (see AFI 11-208). If the flight planning section is not located near the flight service section, locate the NOTAM display in the flight service section. **EXCEPTION:** ANG aircrews may receive NOTAMs via telephone from FAA Flight Service Station (FSS) agencies, when automated NOTAM equipment is not available.

3.4.7. A minimum of one telephone for aircrew use with DSN and off-base dialing capability. The Chief, Airfield Management will establish procedures for aircrews to make long distance calls.

3.4.8. Current publications, forms, and charts. (see Chapter 4.)

3.4.9. Display the following prominently:

- **AF Form 651, Hazardous Air Traffic Report (HATR)**
- **AF Form 457, USAF Hazard Report**
- **AF Form 3546, AFFSA IFC Comment Card,** customer quality feedback questionnaires.

**3.5. Aircrew Lounge:**

3.5.1. Furnish the aircrew lounge appropriately to provide comfortable temporary seating to transient crews awaiting aircraft servicing or departure.

## Chapter 4

## BASE OPERATIONS PUBLICATIONS, CHARTS, AND FORMS

**4.1. Reference Publications.** The Air Force recommends that the following publications, charts, and forms be included in a flight service section reference file. This list does not include publications applicable to administrative, personnel, or other functions. The Chief,

Airfield Management determines the location of this file. Chief, Airfield Management ensures all publications are current and changes are posted. Electronic media may be used.

**4.2. US Air Force Publications:**

<u>Designation</u>	<u>Title</u>	<u>Formerly</u>
AFM 2-36	<i>Search, Rescue, and Recovery Operations</i>	N/A
AFI 10-1001	<i>Civil Aircraft Landing Permits</i>	AFR 55-20
AFI 10-1002	<i>Agreements for Civil Aircraft Use of Air Force Airfields</i>	AFR 55-20
AFI 11-201	<i>Flight Information Publication</i>	AFR 60-7
AFJI 11-204	<i>Operational Procedures for Aircraft Carrying Hazardous Materials</i>	AFR 55-14
AFI 11-206	<i>General Flight Rules</i>	AFR 60-16
AFJMAN 11-208	<i>The US Military Notice to Airmen (NOTAM) System</i>	AFR 55-16
AFMAN 11-217	<i>Instrument Flying</i>	AFM 51-37
AFJMAN 11-213	<i>Military Flight Data Telecommunications System</i>	AFR 55-56
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>	AFR 60-11
AFJMAN 11-226	<i>US Standard for Terminal Instrument Procedures (TERPS)</i>	AFM 55-9
AFI 13-201	<i>US Air Force Airspace Management</i>	AFR 55-2
AFI 13-202	<i>Overdue Aircraft</i>	AFR 55-5
AFI 13-203	<i>Air Traffic Control</i>	AFR 60-5
AFI 13-207	<i>Preventing and Resisting Aircraft Piracy (Hijacking)</i>	AFR 60-14
AFMAN 13-209	<i>Instrument Procedures</i>	AFM 55-9
AFI 13-213	<i>Airfield Management and Base Operations</i>	AFR 55-48
AFI 13-217	<i>Air Traffic System Evaluation Program</i>	N/A
AFI 14-205	<i>Identifying Requirements for Obtaining and Using Cartographic and Geodetic Products and Services</i>	AFR 96-3
AFI 23-202	<i>Buying Petroleum Products, and Other Supplies and Services Off-Station</i>	AFR 67-24
AFJI 24-108	<i>Movement of Units in Air Force Aircraft</i>	AFR 76-6
AFI 24-301	<i>Vehicle Operations</i>	AFM 77-310
AFMAN 24-306	<i>Manual for Wheeled Vehicle Driver</i>	AFR 77-2
AFI 24-405	<i>Department of Defense Foreign Clearance Guide</i>	AFR 8-5
AFI 25-201	<i>Support Agreement Procedures</i>	AFR 11-4
AFI 31-204	<i>Motor Vehicle Traffic Supervision</i>	AFR 125-14
AFI 31-309	<i>The Air Force Resource Protection Program</i>	AFR 125-37
AFJMAN 32-1013	<i>Airfield and Heliport Planning and Design Criteria</i>	N/A
AFI 32-1024	<i>Standard Facility Requirements</i>	AFR 86-2
AFI 32-1026	<i>Planning and Design of Airfield</i>	AFR 86-5/86-14
AFI 32-1041	<i>Airfield Pavement Evaluation Program</i>	AFR 93-13
AFI 32-1042	<i>Standards for Marking Airfields</i>	AFR 88-16
AFI 32-1043	<i>Managing Aircraft Arresting Systems</i>	AFR 55-42
AFI 32-1044	<i>Visual Air Navigation Systems</i>	AFR 88-14
AFI 32-1045	<i>Snow and Ice Control</i>	AFR 91-15
AFMAN 32-1076	<i>Design Standards for Visual Air Navigation Facilities</i>	N/A
AFH 32-1084	<i>Standard Facility Requirements Handbook</i>	N/A
AFI 32-7061	<i>Environmental Impact Analysis Process (EIAP)</i>	AFR 19-2
AFI 34-117	<i>Air Force Aero Club Program</i>	N/A
AFR 34-132	<i>Aero Club Operations</i>	AFR 215-12
AFI 36-2807	<i>Headquarters United States Air Force, Deputy Chief of Staff Plans</i>	AFR 900-77

AFR 86-5	<i>and Operations, Annual Awards Program,</i>	
AFR 88-14	<i>Planning Criteria and Waivers for Airfield Support Facilities</i>	N/A
AFR 127-15	<i>Visual Air Navigation Facilities</i>	
AFI 91-202	<i>The Bird Aircraft Strike Hazard Reduction Program</i>	
	<i>The US Air Force Mishap Prevention Program</i>	AFR 127-2, AFR-127-3, AFR 127-15
AFR 900-6	<i>Honors and Ceremonies Accorded Distinguished Persons</i>	
ETL 94-01	<i>Engineering Technical Letter (ETL) 94-01: Standard Airfield Pavement Marking Schemes</i>	

**4.3. Federal Aviation Administration (FAA) Air Circulars:**

00-46	<i>Aviation Safety Reporting Program</i>
150/5340-18	<i>Standards for Aircraft Sign Systems</i>
150/5345-44	<i>Specifications for Taxiway and Runway Signs</i>

**4.4. Federal Aviation Administration (FAA) Handbooks:**

FAAH 7110.10	<i>Flight Services</i>
FAAH 7340.1	<i>Contractions</i>
FAAH 7350.6	<i>Location Identifiers</i>
FAAH 7400.2	<i>Procedures for Handling Airspace Matters</i>
FAAH 7610.4	<i>Special Military Operations</i>
FAAH 7930.2	<i>Notices to Airmen</i>

**4.5. Federal Air Regulations (FAR):**

FAR Part 1	<i>Definitions and Abbreviations</i>	
FAR Part 73	<i>Special Use Airspace</i>	
FAR Part 91	<i>General Operating and Flight Rules</i>	
FAR Part 105	<i>Parachute Jumping</i>	
FAR Part 139	<i>Certification and Operations: Land Airports Serving Certain Air</i>	Carriers

**4.6. International Civil Aviation Organization (ICAO) Publications:**

ICAO DOC 4444	<i>Rules of the Air</i>
ICAO DOC 7910	<i>Location Identifiers</i>
ICAO DOC 8585	<i>Designators for Aircraft Operating Agencies, Aeronautical Authorities, and Services</i>

**4.7. Technical Orders:**

TO 33-1-23	<i>Procedures for Use of Decelerometer to Measure Runway Slickness</i>
TO 36-1-3	<i>Painting, Marking, and Lighting Requirements for USAF Vehicles</i>

**4.8. Forms:**

AF Form 70	<i>Pilot's Flight Plan and Flight Log</i>
AF Form 332	<i>Base Civil Engineers Work Request</i>
AF Form 457	<i>USAF Hazard Report</i>
AF Form 483	<i>Certificate of Competency</i>
AF Form 651	<i>Hazardous Air Traffic Report (HATR)</i>
AF Form 1924	<i>Events Log</i>
AF Form 3546	<i>AFFSA IFC Comment Card</i>
AFTO Form 277	<i>Results of Runway Braking Tests</i>
DD Form 175	<i>Military Flight Plan</i>
DD Form 1385	<i>Cargo Manifest</i>
DD Form 1801	<i>DoD International Flight Plan</i>
DD Form 2131	<i>Passenger Manifest</i>
DD Form 2349	<i>NOTAM Control Log</i>
DD Form 2400	<i>Civil Aircraft Certificate of Insurance</i>
DD Form 2401	<i>Civil Aircraft Landing Permit</i>

DD Form 2402

*Civil Aircraft Hold Harmless Agreement***4.9. Flight Information Publications (FLIP):**

Air Force, FAA, FLIP, and ICAO publications appropriate to the base mission, location, and area of operation

- *Aeronautical Information Publication (AIP)* (for overseas country of assignment)
- *Air Almanac*
- *Airman's Information Manual (AIM)* (for CONUS bases)
- *Airport Facility Directory, all volumes*
- *DMA Aeronautical Chart Updating Manual (CHUM)*
- *International Flight Information Manual* (for overseas locations)
- *International Notices to Airmen*
- *Sight Reduction Tables*
- *USAF Foreign Clearance Guide (FCG)*

DMA Catalog of Maps, Charts, and Related Products.

Planning, Enroute, Terminal, Navigation, and Aeronautical Charts appropriate for transient and base missions.

Local Standard Instrument Departures (SID) (loose leaf or bound as appropriate). Civil SIDs as required.



## Chapter 5

## FLIGHTLINE DRIVERS FAMILIARIZATION PROGRAM

**5.1. Host Wing Commander.** Designates personnel and agencies to support the Flightline Driving Program:

**5.2. Unit Commander.**

5.2.1. Through their Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO), conduct training for all personnel who must drive on the flightline.

5.2.2. Screen and carefully select VCO and VCNCOs.

5.2.3. Certify personnel are qualified to drive on the flightline. (see Attachment 2)

5.2.4. Limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission.

5.2.5. Suspend/revoke civilian drivers license. Upon suspension/revocation of a unit member's civilian driver's license, suspends/revokes the member's flightline driving authorization and notifies the unit VCO/VCNCO or Chief, Airfield Management

5.2.6. Suspend/revoke base driving privileges. With Host Wing Commander authorization only, flightline driving privileges may be reinstated to perform critical mission essential duties.

**5.3. Chief, Airfield Management:**

5.3.1. Develops a local flightline driver's familiarization program and provides it to the unit VCO/VCNCO.

5.3.2. Prepares local guidance or directive, as necessary, covering program quality control. The Flightline Driving Familiarization Program directive must contain:

- Operating procedures.
- Training criteria.
- Testing requirements.
- Procedures for determining if the individual can distinguish between red, green, white, yellow, and blue. NOTE: Contact base hospital for assistance in determining best process for testing individuals for color vision, e.g., Falant color vision test, Vision Testing Set: Color Vision (VTS CV).
- Certification.
- Enforcement and violation consequence.
- Procedures for issuing, revoking, and reissuing **AF Form 483, Certificate of Competency**.

5.3.3. Provides the VCO or VCNCO with the information and procedures an individual needs to operate a vehicle on the flightline. Include the following information (AFI 13-203, AFI 24-30, AFI 32-1042, and AFM 24-306, Chapter 25):

- Flightline entry points.
- Flightline vehicle traffic flow.
- Speed limits.
- Applicable runway markings.
- Vehicle parking and chocking.
- Control tower light gun signal recognition.

- Vehicle/radio procedures for operating on or crossing a runway. NOTE: Radio procedure training should stress avoiding use of the phrase "clear."

- Local restrictions.
- Operation in vicinity of aircraft.
- FOD control and prevention.
- Unique operations and situations.
- Night and inclement weather driving conditions to include requirements to stop at "INST" holding positions during IFR conditions.
- Unique unit requirements.

5.3.4. Develops procedures to control and identify privately owned vehicles (POV) that are authorized access to the flightline.

5.3.5. Works with units to ensure VCO/VCNCOs provide appropriate training to contractor/TDY personnel based on type and location of work. Imposes restricted routes to and from contractor job locations as necessary.

**NOTE:** Permanently assigned contractors (e.g., grass cutters, pavement repair teams, etc.) must meet the same certification requirements as assigned military/DoD personnel.

5.3.6. Trains applicable unit VCOs and VCNCOs and replacements on flightline driving requirements.

5.3.7. Monitors unit flightline driver training programs and procedures for effectiveness. Reviews and documents individual unit programs annually. **NOTE:** This process should include base safety.

5.3.7.1. All personnel operating a vehicle on a flightline must be trained on local flightline driving procedures and possess a valid **AF Form 483, Certificate of Competency**, endorsed for flightline driving at the base of assignment.

5.3.7.2. TDY personnel must receive a flightline driving familiarization briefing from the host VCO or VCNCO. TDY personnel may not operate a vehicle at a temporary duty location without a valid **AF Form 483, Certificate of Competency**, issued by the base of assignment.

5.3.8. Maintain a record of all runway intrusions, actions taken, and results for the current and previous calendar year. All runway intrusions will be briefed and documented at the Airfield Operations Board.

**5.4. Vehicle Control Officer (VCO) or (VCNCO)** (see AFI 24-301, AFI 31-204, and AFM 24-306, Chapter 25):

5.4.1. Must be trained and certified to drive on the flightline.

5.4.2. Administers the unit flightline drivers training programs according to this chapter. Provides control tower light gun signal recognition training, classroom training (as directed locally), practical flightline driving

procedures (both day and night), a flightline driving test (check ride) and a flightline driving test (written).

5.4.3. Ensures the trainee has a valid state or Government drivers license (for overseas units, MAJCOM directives apply).

5.4.4. Ensures the trainee is qualified to drive the appropriate type of vehicle.

5.4.5. Maintains all personnel lists, records, and associated forms.

5.4.6. Notifies Unit/CC and Chief, Airfield Management in writing after revoking an individuals flightline driving privileges.

**NOTE:** VCOs, VCNCOs, Unit Commanders, and Airfield Management personnel have authority to revoke flightline driving privileges.

5.4.7. Trains their replacement VCO/VCNCO at least 30 days prior to the replacements assuming unit VCO/VCNCO duties.

5.4.8. Ensures personnel receive color vision testing according to local directive.

## Chapter 6

## DETERMINING AND REPORTING RSC AND RCR

**6.1. Runway Surface Condition (RSC) and Runway Condition Reading (RCR):**

6.1.1. **Procedures.** Determine and report RSC and RCR, as required, when the airfield is open. Use **AFTO Form 277, Results of Runway Braking Test**, when reporting runway condition data other than wet or dry.

6.1.2. **Exceptions.** Base Operations with little or no record of airfield snow accumulation (based on the installation's climatology record) need not maintain a Decelerometer or report RCRs. However, obtain MAJCOM approval when you decide not to take RCRs.

**6.2. Determining RSC and RCR:**

6.2.1. **Wet Runway.** When water is the only form of moisture on the runway, report the RSC as *Wet*. Do not report an RCR. NOTE: Joint USAF/NASA tests have proven RCR measurement invalid where the only form of moisture affecting the runway is water. (Airfield Management makes this determination, unless specified otherwise by the Wing or Operations Group Commander.)

6.2.2. **Slush on Runway.** When there is slush, but not ice or snow on the runway, report the RSC as *slush on runway*. Do not report an RCR.

**NOTE:** The pilot determines braking action on slush and wet runways from individual aircraft technical orders.

6.2.3. **Ice or Snow on Runway.** Determine RSC and RCR according to T.O. 33-1-23.

6.2.3.1. For single type surface runway, determine the predominant RSC and the average RCR, when applicable, for the covered portions of the runway.

6.2.3.2. If the runway surface consists of two materials with significantly different friction characteristics, such as concrete and porous friction surfaces, determine the predominant RSC and RCR for the runway touchdown zones (surface one) and, if applicable, for the middle or roll-out portion of the runway (surface two).

6.2.3.3. The format used for transmission must clearly identify which runway portion has the high friction surface (HFS). Examples: WET RWY (HFS) DRY or RCR PSR 20 (HFS) 12 or RCR LSR 12 (HFS) IR 08. Provide two RSCs when the two types of runway surfaces have different runway cover.

6.2.3.4. When using a Tapley Decelerometer, round down if the reading is not a whole number. Example: Reading 11.2, indicate 11; for 11.8, indicate 11.

6.2.4. **Water or Slush and Ice on Runway.** When an ice-covered runway also has water or slush on it, report the predominant RSC. Determine RCR according to T.O. 33-1-23 and determine the computed RCR or use the value **12**, whichever is lower.

**6.2.5. Runway Partially Covered With Ice or Snow.**

For this type of runway condition determine:

- One RSC for those parts of the runway that are completely covered.
- An RSC for the rest of the runway.
- An average RCR that represents those parts of a runway that are completely covered with snow or ice (T.O. 33-1-23).

6.2.6. **Other Information.** Include other information essential to safe aircraft operation. This information is for local use only (see paragraph 6.3). Report it in clear text following the RSC and RCR data.

6.2.6.1. Clarify, as necessary, the extent or depth of any precipitation on the runway. For partially covered runways, identify location of the covered portion of the runway; for example, touchdown area, roll-out area, and so on.

6.2.6.2. Determine ramp and taxiway conditions as required locally.

6.2.7. **Anti-Lock Brake Systems (ABS).** The San Antonio Air Logistics Center conducted tests and determined there was no significant change in decelerometer readings, when using vehicles equipped with ABS.

**6.3. Reporting Runway Conditions:**

6.3.1. **Local Reporting.** Disseminate local runway condition reports as necessary. Agreements developed between Base Operations and the base weather station for local reporting must ensure that:

6.3.1.1. Weather data has first priority over weather circuits.

6.3.1.2. Runway condition entries are separate from weather entries.

6.3.1.3. Base Operations reports RSC and RCR data to the following agencies:

- Air Traffic Control facilities.
- Base Weather Station.
- Command Post.

6.3.1.3.1. ATC provides RSC and RCR to arriving/departing aircraft, as required.

6.3.1.3.2. Upon receipt Base Weather Station transmits the RSC and RCR on long-line weather communications circuits and include the information in preflight weather briefings.

6.3.1.3.3. The Chief, Airfield Management determines if additional offices should receive notification.

6.3.1.4. Airfield Management will provide Air Traffic Control with RCR and ICAO braking actions descriptions (good, fair, poor, and nil) IAW the Flight Information Handbook, or applicable Enroute Supplement for each value reported.

6.3.2. **Reports to Other Bases.**

6.3.2.1. In accordance with T.O. 33-1-23, use these codes to transmit runway condition data on US controlled weather circuits:

6.3.2.2. **Runway Surface Conditions (RSC):**

Wet Runway.....**WR**  
 Slush on Runway.....**SLR**  
 Loose Snow on Runway.....**LSR**  
 Packed Snow on Runway.....**PSR**  
 Ice on Runway.....**IR**

6.3.2.3. **Runway Condition Reading (RCR).** Reported as a two-digit number from 02 to 25 following RSC, except:

6.3.2.4. Use // with a wet or slush-covered runway.

6.3.2.5. Use // when braking conditions are not available and ice or snow is on the runway.

6.3.2.6. Remarks. When Base Operations is closed or no runway surface condition is available, transmit **RCRNR**. When Base Operations opens and reports a new runway

condition, stop transmitting **RCRNR** and transmit the actual runway condition data. Other remarks are:

RSC "patchy".....**P**  
 Runway sanded.....**Sanded**  
 RSC is "patchy" but rest of  
 runway wet or dry.....**P Wet or P Dry**

6.3.2.7. Examples of encoded runway condition:

Packed snow on runway, decelerometer reading  
 15.....**PSR 15**

Ice on runway, no decelerometer reading  
 available.....**IR//**

Loose snow on runway, decelerometer reading 08,  
 patchy, rest of runway dry.....**LSR08 DRY**

RCR is not reported.....**RCRNR**.

## Chapter 7

## AIRFIELD RESTRICTION AND CLOSURE PROCEDURES

**7.1. Operational Restrictions Allowed at US Air Force Flying Locations:**

The Air Force allows the following operational restrictions at US Air Force bases, shared-use airfields, overseas bases, and associated airfields where Base Operations are operated by US Air Force personnel:

- 7.1.1. Temporary closure of all or any part of an airfield to all traffic.
- 7.1.2. Limiting operations to specific types of aircraft.
- 7.1.3. Limiting transient traffic to Official Business Only (OBO) or Prior Permission Required (PPR), except aircraft with a DV-6 or higher grade on board, aircraft emergencies, or as an alternate airfield for IFR flights.  
*Note:* AIREVAC, Special Air Missions (SAM), and AMC scheduled missions are exempt from PPR/OBO restrictions, but are required to obtain a PPR number for tracking/notifications.
- 7.1.4. Avoid restricting use of an airfield due to classified operations, unless normal activity would compromise security.
- 7.1.5. Restrict use of an airfield when base facilities are reduced or lack sufficient resources; for example, reductions in transient services.
- 7.1.6. Permanent closure of a runway to landings and takeoffs.
- 7.1.7. The Chief, Airfield Management may temporarily close an airfield to all traffic during hazardous weather such as tornadoes, hurricanes, or typhoons. Chief, Airfield Management will make notifications to appropriate agencies.

**7.2. Procedures for Imposing Restrictions: 7.2.1. MAJCOM:**

- 7.2.1.1. Establish procedures to approve or deny OBO/PPR/closure requests received from subordinate units.
- 7.2.1.2. Advise HQ USAF/XOOA and HQ AFFSA/XV at least 5 days before imposing a restriction if the restriction is for more than 6 months.
- 7.2.2. **Bases:**
  - 7.2.2.1. Notify tenant units or other MAJCOMs who use the base in sufficient time to comply with the restriction.
  - 7.2.2.2. If an approved long-term restriction requires a change to a FLIP document, send the information to HQ AFFSA/XOI. Include pertinent data such as effective times and dates and the approval authority. HQ AFFSA/XOI will not publish FLIP changes for airfield restrictions that last less than 60 days.
  - 7.2.2.3. Enter closures or restrictions into the NOTAM system, even when the decision to close or restrict rests with the civil airport manager at shared-use airfields.
  - 7.2.2.4. If a restriction can be removed before the approved expiration date, send a NOTAM canceling the

restriction. Notify HQ AFFSA/XOI of the change if the restriction was published in the FLIP. Inform the MAJCOM and locally assigned and tenant units.

**7.2.3. Aircrew Violations of Airfield Restrictions:**

Process a written explanation of the incident through the Host Wing Commander to the Host Wing Commander of the aircrew violating the restriction. Provide information copies to the parent MAJCOM.

**7.3. Permanently Closing Runways.** To permanently close a runway at an active Air Force base:

- 7.3.1. Obtain MAJCOM and HQ USAF/XOOA approval unless the USAF has directed the action. Provide an information copy to HQ AFFSA/XV.
- 7.3.2. Before the effective date of an approved closure:
  - Notify the AFREP of the appropriate FAA region.
  - Provide HQ AFFSA/XOI with appropriate data for FLIP documents.
  - Direct the civil engineer to mark the closed runways according to AFI 32-1042.

**7.4. Activating Permanently Closed Runways.**

Activating a permanently closed runway, except for emergency situations, requires the following actions:

- 7.4.1. Bases and areas under FAA jurisdiction must:
  - Comply with AFIs 32-1026 (future AFJMAN 32-1013) and 32-1042, 32-1044.
  - Obtain MAJCOM and HQ USAF/XOOA approval. Provide a copy to HQ AFFSA/XV.
  - Coordinate with the AFREP of the appropriate FAA region.
  - Provide HQ AFFSA/XOI with appropriate data for inclusion in FLIP documents.
- 7.4.2. Bases and areas not under FAA jurisdiction must:
  - Comply with AFIs 32-1026 (future AFJMAN 32-1013) and 32-1042, 32-1044.
  - Obtain MAJCOM and HQ USAF/XOOA approval. Provide a copy to HQ AFFSA/XV.
  - Coordinate with proper host government agencies.
  - Provide HQ AFFSA/XOI with appropriate data for FLIP documents.

**7.5. Operation of Aircraft at Air Force Airfields.**

7.5.1. Current Air Force policy defines airfield operating hours as those hours the runways, air traffic control tower, and Base Operations facilities are open to support military operational needs. If the Host Wing Commander extends operating hours outside the published airfield operating hours, all normal services must be available. **NOTE:** Aero club aircraft (aircraft owned by the military aero club) are treated as government owned military aircraft for liability purposes and access to military aerodromes. Aircraft privately owned by members of an aero club require authorization

to use military facilities. (See AFI 10-1001 and AFI 10-1002, formerly AFR 55-20).

7.5.2. Aircraft flight operations, for both fixed and rotary wing, are prohibited when the air traffic control tower is closed. Scheduled deviations for exercises and other special events shall be coordinated and approved by MAJCOM/DO/XO and safety agencies.

7.5.3. Prior to conducting aircraft flight operations at USAF airfields with closed air traffic control towers, MAJCOM/DO/XO must:

- Approve base requests for military aircraft flight operations at their airfields when the control tower is closed.
- Ensure essential services are available for safe aircraft operations during the time frames when the tower and other support facilities are closed.

7.5.3.2. **Installations.** Aircraft flight operations when the air traffic control tower is closed require MAJCOM/DO/XO's written approval. Host Wing Commander must forward a request to MAJCOM addressing the following:

7.5.3.2.1. Operational impacts:

- How mishaps would affect "next day" Air Force operations.
  - Air Force must wait for National Transportation Safety Board to investigate civil aircraft accidents.
- Delay of routine runway maintenance tasks.

7.5.3.2.2. Security Implications:

- Physical Security:
  - Flightline access and ground traffic control.
  - Potential theft and sabotage/vandalism.
- Operational Security:
  - Intelligence exploitation

7.5.3.2.3. Safety Implications:

- Risk of mishap increased with:
  - Uncontrolled taxi operations by operators unfamiliar with procedures and facilities.
  - Mix of uncontrolled military and civil traffic.
- Delay in fire, crash and rescue services.
- Potential for injury to maintenance personnel on the airfield.
- Public exposure to hazardous/dangerous activities.

7.5.3.2.4. Legal Implications:

- Accountability of incidents and accidents.
- Liability for injury and damage.
- Distinguishing authorized and unauthorized landings.

7.5.4. The policy of permitting flight operations when air traffic control towers and support facilities are closed is not to be used in lieu of authorized manning increases for increased flying operations.

## Chapter 8

### COMBAT READINESS

**8.1. Purpose.** This chapter outlines basic planning, training, and operational concepts for combat Airfield Management.

**8.2. Concept of Operations for Airfield Management.**

USAF Airfield Management Unit Type Code (UTC) is a core UTC and personnel will usually deploy with their wing. Airfield Management personnel perform flight plan filing for aircraft going outside the Area of Responsibility (AOR), airfield inspections, design aircraft parking plans, and develop a flight line driving program to promote safety on the airfield. All USAF Airfield Management planning, training and operating procedures must reflect this concept and any additional mission/roles defined by combat commanders.

8.2.1. Initial Deployment. The Tanker Airlift Control Element (TALCE) will provide initial Airfield Management/Base Operations/ command and control support until follow-on or sustaining forces arrive. Some Airfield Management personnel will deploy during this phase with lead units.

8.2.2. Follow on Deployment. Additional Airfield Management personnel will deploy with follow on units to sustain 24 hour operations.

8.2.3. Sustaining Deployment. Airfield Management personnel must be in-place for this phase.

**8.3. Planning for Combat Operations:**

8.3.1. MAJCOM OPRs for Airfield Management will:

8.3.1.1. Ensure sufficient Airfield Management personnel are available to meet combat/wartime requirements. This includes developing Unit Type Code (UTC) packages for Timed Phased Force Deployment Data (TPFDD) used to provide forces in support of combat operations.

8.3.1.2. Ensure Designed Operational Capability (DOC) statements are prepared for units with Airfield Management deployment taskings.

8.3.1.3. Ensure personnel are trained to provide support required by combatant commanders and meet mobility requirements. Airfield Management personnel must be trained and prepared to operate in-place or deployed.

8.3.1.4. Ensure coordination with MAJCOM plans divisions and AFFSA/XV in conjunction with any wartime action.

8.3.1.5. Forward Base Level Assessment (BLA)/in-place wartime mission requirements to HQ AFFSA/XV NLT 15 Apr each year.

8.3.2. In conjunction with the Airfield Operations Flight Commander, Chief, Airfield Management shall:

8.3.2.1. Review base and host nation war plans at least annually. They must also be familiar with applicable portions of the Base Use Plan, Wartime Aircraft Activity Plan, War Mobilization Plan, Vol I and IV, and Survival

Recovery Plan. (These plans and wing wartime mission will be used to determine sourcing inputs for the BLA and training requirements.)

8.3.2.2. Annually determine the in-place wartime mission for each facility and the number of personnel needed to operate those facilities during wartime.

8.3.3. General:

8.3.3.1. Plan for reception, beddown, and training of TPFDD personnel to be employed at a Collocated Operating Base (COB), Combined Use Base (CUB), Bare Base (BB), etc., for which the supported unit is responsible. (Some considerations for deployment are listed in Attachment 3. While the list is not all inclusive, it is a starting point for planning.)

8.3.3.2. USAF Airfield Operations minimum standard for each UTC position tasked is to have one primary and one alternate qualified (1:2 ratio).

**8.4. Training in Preparation for and During Combat.**

8.4.1. MAJCOM Airfield Management Functional Managers and unit Chiefs of Airfield Management:

8.4.1.2. Ensure the airfield personnel are included and evaluated during local and command exercises.

8.4.1.2. Maintain liaison with exercise planners and assist in developing realistic objectives and scenarios that provide personnel the opportunity to train and assess combat readiness. Training shall be IAW the supported command's threat environment and include performance while operating in full NBC ensemble.

**8.5. Combat Operations:**

8.5.1. Theater Air Control System (TACS)/Airspace Control Center (ACC):

8.5.1.1. The TACS plans, directs, and controls tactical air operations with other services and allied forces. The senior air operations element is the Air Operations Center (AOC).

8.5.1.2. Within the AOC, the ACC is the focal point for combat airspace control. It may include other US services/allied liaison personnel and is responsible for planning and establishing rules and procedures for the coordinated, integrated use of combat airspace. The ACC publishes the airspace control plan (ACP) and air control order (ACO).

8.5.2. Deployed Airfield Management General: The overview of factors below will affect operations. This is not an all inclusive list as each situation will differ.

8.5.2.1. Flight Planning:

8.5.2.1.1. Aircraft flying on the Air Tasking Order (ATO) within the AOR will not require flight plans; however, those entering and leaving the AOR will require flight plans to be filed with the appropriate authorities.

8.5.2.1.2. Acquire NOTAMs through the AOC.

8.5.2.2. Information from the AOC will be passed via secure channels. Highly recommend deploying with secure FAX capability.

8.5.2.3. Work with host nation/local agencies to develop parking plans; hot gun procedures and areas; hot fuel areas; work with munitions personnel on storage and loading procedures.

8.5.2.4. Coordinate with on-site air traffic control or host nation agencies for taxi, launch, and recovery procedures.

8.5.2.5. Coordinate on all base parking dispersal plans and resource protection programs.

8.5.2.6. Coordinate on air base defense plans for minimum operational restrictions.

**8.6. Mobility Requirements:** The following is the minimum requirements that must be met:

8.6.1. Current Leave and Earnings Statement (LES).

8.6.2. Ear plugs.

8.6.3. **AF Form 623, On-the-Job-Training Records.**

8.6.4. Medical Records (TDYs longer than 30 days).

8.6.5. Cardiopulmonary Resuscitation (CPR) Training.

8.6.6. Small Arms Qualification (M-16) (**AF Form 522, Ground Weapons Training Data and USAF Firearms Qualification**).

8.6.7. Chemical Warfare Training, Gas Mask.

8.6.8. Spectacle inserts for CW Mask.

8.6.9. Generator Training.

8.6.10. OPSEC Training.

8.6.11. Self-Aid/Buddy Care.

8.6.12. GOV drivers license/**AF Form 483, Certificate of Competency.**

8.6.13. Official Government Passport (if required).

**8.7. Applicable Publications.** The following sources provide more detailed guidance and policy:

8.7.1. AFI 10-212, Air Base Operability. (U)

8.7.2. AFI 10-403, Deployment Planning. (U)

8.7.3. AFMAN 10-401, Operations Plan and Concept Plan Development and Implementation. (U)

8.7.4. USAF War Mobilization Plan (WMP), All Volumes. (U)

8.7.5. FORSIZE/BLA guidance. (U)

8.7.6. Host Nation Documents as required.

8.7.7. Applicable numbered operations or concept plans.



## Chapter 9

### TRAINING

**9.1. Purpose.** This chapter outlines specific training duties for airfield managers and supervisors at all levels in the Airfield Management career field.

**9.2. Responsibilities:**

**9.2.1. Major Command (MAJCOM).**

Develop Quality Training Packages (QTPs) for MAJCOM-unique requirements. Provide copies of QTPs to HQ AFFSA/XVA for inclusion as attachments to the CFETP.

**9.2.2. Airfield Operations Flight Commander (AOF/CC).**

AOF/CC must ensure a comprehensive training program exists for Airfield Management/Base Operations personnel. The training program must include upgrade, qualification, recurring, and proficiency training.

**9.2.3. Chief, Airfield Management (CAM).**

**9.2.3.1. Ensure personnel plan, conduct, and evaluate training IAW AFI 36-2201, Developing, Managing, and Conducting Training.**

**9.2.3.2. Ensure personnel use the 1C0X1 Career Field Education & Training Plan (CFETP) to:**

- Manage training.
- Identify position qualification and skill-level upgrade requirements.

**NOTE:** The CFETP is a comprehensive core training document that identifies life-cycle training and education requirements, and minimum core task requirements for the Airfield Management career field. This document provides Airfield Management personnel with a clear career path to success and instills sound objectivity in unit level training.

**9.2.3.3. Ensure personnel document training requirements as outlined in the CFETP and this chapter.**

**9.2.3.4. Ensure trainers and task certifiers are appointed in writing according to AFI 36-2201.**

**9.2.3.4.1. Ensure trainers as a minimum:**

- Are "Train the Trainer" course graduates (document completion of these courses on the inside front cover of the AF Form 623).
- Are task certified on tasks to be trained.
- Are recommended by their supervisor.
- Are appointed based on their qualifications and experience, not on skill level.

**9.2.3.4.2. Ensure task certifiers:**

- Are at least a SSgt (or civilian equivalent) and possess a 5-skill level.
- Are not the same person as the trainer.
- Are graduates of the Task Certifier course (document completion of these courses on the inside front cover of the AF Form 623).

**9.2.3.5. Appoint a Training Manager with the following minimum qualifications: (if current manning situations**

**do not permit appointment of a Training NCO, the NCOIC will assume these duties).**

- Staff sergeant or civilian equivalent with at least 3 years in the Airfield Management career field.
- Meet trainer and task certifier qualifications.
- Trained and certified in all subject matter required for training.

**9.2.4. Training Manager:**

**9.2.4.1. Develop a training instruction to establish policy and procedures for implementing the training program.**

It must define responsibilities of all personnel involved in the training process to include upgrade, qualification, recurring, and proficiency training.

**9.2.4.2. Ensure lesson plans are developed as required to support OJT.**

**9.2.4.3. Ensure written tests are developed to support proficiency/recurring training. Tests should be given monthly to qualified Airfield Management personnel to maintain a high standard of proficiency.**

**9.2.4.4. Conduct initial evaluations/interviews on newly arrived personnel to determine knowledge and skills.**

**9.2.4.5. Evaluate new 3-levels to determine the adequacy of the Airfield Management Apprentice Course, E3ABR1C031-000.**

**9.2.4.5.1. Report deficiencies on the Field Evaluation Questionnaire.**

**9.2.4.6. Enter eligible personnel into the appropriate qualification and skill-level upgrade training (UGT).**

**9.2.4.7. Provide apprentices with a minimum of 3 months experience before entering them into 1C051 UGT or enrolling them in 5 level CDCs. NOTE: During this 3-month period, apprentices may be task certified on tasks which are also 5-level upgrade tasks. Only 5-level upgrade tasks not required as part of the assigned duty position are restricted from the 3-month rule.**

**9.2.4.7.1. Apprentice 3-skill levels may be used to meet the two person shift requirement during periods of personnel shortage as long as all tasks are locally certified and the individual meets the above time requirements (this option should be used for minimum time only).**

**9.2.4.8. Recommend trainees for award of 1C051 only after all UGT training requirements have been met and a minimum of 12 months OJT has been completed.**

**9.2.4.9. Enter trainees into 1C071 UGT upon selection to staff sergeant (NET first day of promotion cycle).**

**9.2.4.10. Recommend trainee for award of 1C071 only after the individual has completed:**

- 7-level CDC.
- All 7-skill level training requirements listed in the 1C0X1 CFETP (STS) and this chapter.

- The Airfield Management Craftsman Course, E3AAR1C071-000 (document completion of this course on the inside front cover of the AF Form 623).

- A minimum of 18 months OJT.

9.2.4.11. Ensure 7-level trainees do not enroll in the craftsman course until they complete:

- All 7-skill level training requirements listed in the 1C0X1 CFETP (STS) and this chapter.
- A minimum 18 months OJT.

9.2.4.12. Plan and schedule OJT according to:

- Work center operational requirements
- Trainer and task certifier availability.
- Training opportunities (trainee should be afforded ample opportunity to attend such meetings as Airfield Operation Board Meetings; FOD Meetings, etc., - see paragraph 9.6.).

9.2.4.13. Use CFETPs to:

- Manage work center and individual training.
- Identify position qualification and skill level upgrade requirements for the work center and assigned individuals.

NOTE: Maintain CFETP in individual training records, AF Form 623 (Air Force approved automated systems may be used). Training Records will be maintained on all personnel in the grades airman basic through technical sergeant and will be easily accessible in the work center.

9.2.4.14. Manage the Career Development Course (CDC) program according to AFI 36-2201.

9.2.4.15. Ensure all training is thoroughly documented according to AFI 36-2201, CFETP and this chapter.

9.2.4.16. Ensure all personnel subject to mobility and identified to fill UTC are trained and qualified to meet their deployment requirements according to Chapter 8. Document mobility training on **AF Form 1098, Special Task Certification and Recurring Training**.

9.2.4.17. Review training program annually. Make corrections as needed.

9.2.4.18. Review individual training records quarterly to ensure effectiveness of the program.

**9.3. Additional Training.** In addition to the tasks listed in the 1C0X1 Specialty Training Standard (STS), the following should be considered for trainees in UGT (document this training on **AF Form 623a, On-the-Job Training Record Continuation Sheet**, with date & time training was accomplished; name, grade, and signature of the trainer and trainee).

9.3.1. Trainee should be familiar with the proper procedures for correcting deficiencies on the airfield. As a minimum, the individual should know: (7-level trainees).

- How to properly identify deficiencies (spalls, cracks

in pavement, etc.), and schedule repairs through Civil Engineering personnel.

- How to properly complete and coordinate the **AF Form 332, Base Civil Engineers Work Request**.
- Budget constraints and the Facility Management Board process. Provide operational impact assessment to assist Civil Engineering, OSS/CC, OG/CC, and others for prioritizing base projects.
- The abilities and limitations of using airfield contracting services

9.3.2. Airfield Inspections. Trainee must be knowledgeable and understand the required distance for obstacles (fixed and mobile) in relation to the runway, taxiways and aprons (5- & 7-level trainees).

9.3.3. Meetings. Trainee should have maximum exposure to and should accompany the Chief, Airfield Management to the following meetings (7-level trainees).

- Foreign Object Damage (FOD) Meetings.
- Airfield Operations Board Meetings (AFI 13-203).
- Airfield Contracting Meetings.
  - Planning phase.
  - Work-in-process phase.
  - Project completion phase.
- Exercise-planning meetings which affect any portion of the airfield.
- BASH Meetings.
- Open House/Airshows/Static Display Meetings.
- Meetings with Civil Engineers or other support agencies directly affecting the airfield environment.

9.3.4. Airfield Waiver Process. Trainee must be familiar with the airfield waiver process and should accompany the Airfield Manager on at least one annual waiver review (7-level trainee).

9.3.5. Airfield Parking Plans. The Airfield Manager should make every attempt to include the trainee in the development of aircraft parking plans. Trainee should be familiar with areas designated for loading, unloading, arming, and dearming of aircraft with hazardous cargo or live armament (7-level trainee).

9.3.6. Annual airfield management/AOF/OSS budget process. Trainee should be involved in preparing the unit financial plan (FINPLAN) and understand funded/unfunded requirements, due outs, memo due outs, and "fall-out" money.

9.3.7. AOF/Unit manpower structure. Trainee should be familiar and understand the unit personnel authorizations (grade/skill level) process, procedures, and agencies involved in changes/variances to existing structure.

## Chapter 10

### CONVERTING AIRFIELD MANAGEMENT AND BASE OPERATIONS SERVICES

#### 10.1. Contract Services:

10.1.1. Unit/AOF Commander. Must inform the MAJCOM Airfield Management Functional Manager of contract proposals, developments, and negotiations at the earliest possible date. Prior to contracting facilities, provide the following information to MAJCOM:

10.1.1.1. Proposed contract and PWS dates, location, contractor name and address, host unit, type of aircraft served, and quality assurance evaluator name and telephone number.

10.1.1.2. Training impact statements on how the converting facility will provide an equivalent or higher level of support.

10.1.2. MAJCOMs. Must coordinate newly proposed contracts with HQ AFFSA/XV prior to contracting facilities and provide the following information:

10.1.2.1. Proposed timetable for transfer of manpower slots, personnel, and equipment (transferred wartime tasking and personnel must be trained and ready for deployment prior to conversion to DoD or contract services effective dates).

10.1.3. HQ AFFSA/XV. Will evaluate contract proposal for impact on wartime requirements and force levels.

#### 10.2. DoD Civilians:

10.2.1. Unit/AOF Commander. Must inform the MAJCOM Airfield Management Functional Manager of plans to convert military positions to DoD civilians at the earliest possible date and submit the proposal to the MAJCOM for review.

10.2.1.1. Training impact statements on how converting to DoD civilians will provide an equivalent or higher level of support.

10.2.2. MAJCOMs. Must coordinate newly proposed conversions with HQ AFFSA/XV prior to conversion and provide the following information:

10.2.2.1. Proposed timetable for transfer of manpower slots, personnel, and equipment (transferred wartime tasking and personnel must be trained and ready for deployment prior to conversion to DoD civilians effective dates).

10.2.3. HQ AFFSA/XV. Will evaluate conversion proposal for impact on wartime requirements and force levels.

RALPH E. EBERHART, Lt General, USAF  
DCS/Plans and Operations

**GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS**

**Abbreviations and Acronyms**

ACC	Airspace Control Center
ACO	Airspace Control Order
ACP	Air Control Plan
ATO	Air Tasking Order
AF	Air Force
AF Form	Air Force Form
AFCESA	Air Force Civil Engineering Support Agency
AFFSA	Air Force Flight Standards Agency
AFI	Air Force Instruction
AFJI	Air Force Joint Instruction
AFJMAN	Air Force Joint Manual
AFMAN	Air Force Manual
AFMS	Air Force Manpower Standard
AFR	Air Force Regulation
AFREP	Air Force Representative
AFRES	Air Force Reserve
AFTO	Air Force Technical Order
AIM	Airmen Information Manual
AIRAD	Airfield Advisory
ANG	Air National Guard
AOC	Air Operations Center
AOF/CC	Airfield Operations Flight Commander
AOR	Area of Responsibility
ATC	Air Traffic Control
ATO	Air Tasking Order
AWS	Air Weather Service
BASH	Bird/Aircraft Strike Hazard
BLA	Base Level Assessment
CAM	Chief, Airfield Management
CFETP	Career Field Education and Training Plan
CHUM	Chart Updating Manual
COMSEC	Communications Security
DD Form	Department of Defense Form
DLABS	Dial Leased A and B Systems
DMA	Defense Mapping Agency
DOC	Designed Operational Capability
DoD	Department of Defense
DSN	Defense Switched Network
DV	Distinguished Visitor
EIAP	Environmental Impact Analysis Process
ETL	Engineering Technical Letter
FAA	Federal Aviation Administration
FAAH	Federal Aviation Administration Handbook
FCG	Foreign Clearance Guide
FLIP	Flight Information Publication
FOD	Foreign Object Damage
FOUO	For Official Use Only
FSS	Flight Service Station
HATR	Hazardous Air Traffic Report
HFS	High Friction Surface
HQ	Headquarters
ICAO	International Civil Aviation Organization
IFC	Instrument Flight Center

MAJCOMs	Major Commands
NASA	National Aeronautics and Space Administration
NCOIC	Noncommissioned Officer In Charge
NGR	National Guard Register
NOTAM	Notice to Airmen
OBO	Official Business Only
OG	Operations Group
OSS	Operations Support Squadron
POV	Privately Owned Vehicle
PPR	Prior Permission Required
RCR	Runway Condition Readings
RCRNR	Runway Condition Readings Not Reported
RSC	Reporting Runway Surface Conditions
RSU	Runway Supervisory Unit
RWY	Runway
SID	Standard Instrument Departure
TACS	Theater Air Control System
TALCE	Tanker Airlift Control Element
TDY	Temporary Duty
TERPS	Terminal Instrument Procedures
TO	Technical Order
TPFDD	Time-Phased Force and Deployment Data
UHF	Ultra High Frequency
UTC	Unit Type Code
US	United States
USAF	United States Air Force
VCO	Vehicle Control Officer
VCNCO	Vehicle Control Noncommissioned Officer
VFR	Visual Flight Rules
VHF	Very High Frequency
	WMP War and Mobilization Plan

## Terms

**A1.1. Airfield Check.** Conducted by Airfield Management to examine the primary takeoff, landing, and taxi surfaces:

- In response to in-flight emergencies.
- Determination of RSC and RCR.
- FOD checks.
- BASH/Habitat control.

**A1.2. Airfield Facilities.** Includes:

- Runways, taxiways, parking, and servicing areas.
- Air traffic control facilities, Base Operations, navigational aids, aircraft fire suppression, and rescue services.
- Airfield lighting systems and systems to hold or stop aircraft (where required).

A1.1.1. At joint, shared-use, or overseas airfields, this instruction applies to the facilities listed in paragraph A2.1. that are controlled and used exclusively by the Department of the Air Force, as outlined in real estate documents or letters of agreement.

**A1.3. Airfield Inspection.** Conducted by Chief, Airfield Management, or trained representative, to:

- Identify violations of established obstacle clearance criteria.
- Identify lighting, marking, and sign discrepancies.
- Inspect construction areas to ensure they do not present a hazard to aircraft operations.
- Inspect pavement conditions to include rubber deposits.

**A1.4. Airfield Management.** (Includes Base Operations) A function that directs services in the Base Operations facility and monitors or coordinates airfield maintenance and support activities to provide a safe airfield environment.

**A1.5. Base Operations.** A facility, located near the flightline, that provides aircrews with flight plan processing and planning services. The base weather activity is normally near this facility.

**A1.6. CAM.** Same as Chief, Airfield Management.

**A1.7. Chief, Airfield Management.** See Chapter 2.

***AFI 13-213 Attachment 1 1 December 1995***

**A1.8. Closed.** An airfield is "closed" when it is closed to all users. If the closure is for a particular type of aircraft or operation, it must be so stated: for example, "Closed to aircraft not involved in Volant Rodeo."

**A1.9. External Stores.** Externally mounted items such as guns, fuel tanks, bombs, and so on, that can be released or jettisoned from an aircraft.

**A1.10. Foreign Object Damage (FOD) Check.** Conducted by Airfield Management prior to start of normal flying activities or in response to FOD reports by Supervisor of Flying (SOF), control tower, aircraft, etc.

**A1.11. Host Wing Commander.** The individual with ultimate responsibility for operating the airfield.

**A1.12. Joint-Use Airfield.** A US Air Force installation where agreements exist among the Air Force, civil, and host nation authorities for joint use of all or a portion of airfield facilities.

**A1.13. Lighting Inspection.** Conducted by airfield electrician or Airfield Management during periods of darkness (pre-dawn and dusk qualify as darkness) to determine the operability of airfield lighting systems.

**A1.14. MAJCOM.** For the purpose of this instruction includes all active duty MAJCOMs, plus the ANGRC and HQ AFRES.

**A1.15. Official Business Only (OBO).** The airfield is "OBO" when it is closed to all transient aircraft requesting routine services such as fueling, passenger drop-off or pickup, practice approaches, parking, and so on. Aircrews and aircraft may still use the airfield if:

- They must conduct official Government business on or near the airfield.
- The pilot has prior permission required approval from Airfield Management.

**A1.16. Prior Permission Required (PPR).** A permission required of all transient aircrews before they can use an airfield designated as PPR. Aircrews must receive permission before their flight departs to an airfield designated PPR. PPR is used to control (not routinely prohibit) the flow of aircraft through a base because conditions have reduced servicing capabilities or because other activities make it necessary to control transient aircraft.

**A1.17. Runway Condition Reading (RCR).** A numerical reading that identifies the surface friction capability of the runway pavement, obtained using a decelerometer. The aircrew uses this information to determine runway braking action during takeoffs and landings.

**A1.18. Runway Surface Condition (RSC).** Identifies the condition of the runway surface when covered with slush, snow, ice, or water.

**A1.19. Shared-Use.** An airfield jointly used by civil and military flight activities that is located at a civil airport under control of civil authorities.

**A1.20. Wet Runway.** A runway surface condition where visible water is the only form of moisture on the runway surface.

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**DOCUMENTATION OF FLIGHTLINE TRAINING AND CERTIFICATION****Sample**

MEMORANDUM FOR (Airfield Management)

FROM: (Your Unit)

SUBJECT: Documentation of Flightline Driver Training and Certification

Request the following individual be granted flightline driving privileges:

Name/Rank	:	Civilian License: Yes/No
Unit	:	Restrictions :
Duty Phone	:	

The above individual has been certified on the following items:

<b><u>TRAINING ITEM</u></b>	<b><u>DATE</u></b>	<b><u>TRAINER</u></b>	<b><u>TRAINEE</u></b>
Ability to distinguish between Red/Green/Yellow/White/Blue	_____	_____	_____
Light Gun Test	_____	_____	_____
Flightline Drivers Training (Classroom)	_____	_____	_____
Day Flightline Orientation/Training (Practical)	_____	_____	_____
Night Flightline Orientation/Training (Practical)	_____	_____	_____
Flightline Drivers Test (Practical)	_____	_____	_____
Flightline Drivers Test (Written)	_____	_____	_____

This letter will be retained by the VCO/VCNCO until individual is reassigned.

\_\_\_\_\_  
Unit Commander

1st Ind, (Airfield Management)

MEMORANDUM FOR (Your Unit)

Approve/Disapprove Flightline Driving Authorization

\_\_\_\_\_  
Chief, Airfield Management**NOTE: Local form may be used as long as it includes all information listed above**

**RELOCATION/DEPLOYMENT GUIDE**

A3.1. The following is a list of ideas Airfield Management should consider when faced with relocation, or preparing for deployment in support of exercise/contingency operations. This list is not intended as a checklist and may not be all encompassing. Consider all aspects of the exercise/contingency location.

- How will you file flight plans (telephone, computer, fax machine?) (NOTE: Always consider this need as the situation may change?)
- Will you be required to issue or obtain NOTAMs?
- How will you send and receive NOTAMs?
- Will you require specialized NOTAM products (e.g., special summaries)?
- Have special NOTAM product requirements been coordinated with the US NOTAM Facility/host nation?
- Will you require flight progress strip or logs?
- Will you require a copy machine (for NOTAMs, etc.)?
- Will you require a laptop (or full size) computer, printer, modem, CD-ROM?
- Will you require a fax machine for NOTAMs, flight plans, or other information?
- Will you require clocks (local, ZULU)?
- Will you require portable or base station radios?
- How will electrical power (main, back-up, portable w/fuel) be provided? (If you will use local power, will your equipment require electrical converters to convert 220 volts to 110 volts?)
- Will you require portable lighting? (Do you have replacement bulbs?)
- Will you require administrative supplies (paper, pencils, events logs, tape, stapler, computer paper, fax paper, ribbons, floppy disks, envelopes, calendars, grease pencils)?
- Do you want to take current checklist? (Current checklists can be modified for deployment location.)
- Do you want to take current operating instructions? (Can be modified at deployment location)
- What base, MAJCOM, Air Force, DoD, FAA instructions, manuals, regulations, etc., will you require? (See AFI 13-213)
- Will you be required to provide FLIPs (GP, AP, supplements, IAP, charts, CHUM, TPC, GNC, etc., see AFI 13-213)? (How will you receive them: shipped from home unit; establish a new account?)
- Will you require forms? (Local, MAJCOM, Air Force, DoD, FAA (see AFI 13-213)
- Will you require cleaning supplies for airfield status boards, base grid map, etc., paper towels, window cleaner, etc.?
- Will you require a safe for classified information?
- Will you require a military vehicle for airfield inspections, emergency response, aircrew transportation, or general transportation? Will the airfield be in a potentially hostile area? If so, should the vehicle be a HMMWV?
- Do you require a filing cabinet for storing records, administrative supplies, etc.?
- Will you require a secured storage cabinet for storage of ammunition/weapons?
- Will you require sunscreen?
- Will you require cold weather gear (hats, parkas, boots, watch caps, long underwear)?
- Will you require chemical warfare gear?
- Do your people have the required passports, visas, orders, ID cards, military driver's licenses, **AF Form 483, Certificate of Competency**?
- Do you know the location of Base Operations at the deployment location and will the location create any logistical problems not previously identified?
- Do you have a parking plan for the deployment location?
- Do you have a current pavement evaluation for the deployment location?
- Are FLIP entries correct for the deployed location?
- Are obstacle clearances for the deployed location within civil engineering tolerances?
- Have you reviewed Foreign Clearance guide requirements?

A3.2. Familiarizing yourself with the plans you are tasked to support will help you determine the type of equipment and materials you will require on locations.